

DELAWARE TRANSIT CORPORATION

POSITION VACANCY POSTING
CONTINUOUS POSTING
OPEN UNTIL FILLED

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN
EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT

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POSITION(S) #: 000 JOB CODE #: _____

POSITION TITLE Mechanic Helper

PAY GRADE _____ PAY RATE \$23.40 PAY RANGE _____
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Operations
SECTION Maintenance

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR X 8DR _____ 32 _____ N/C _____

SCHEDULED HOURS: Varied

SCHEDULED DAYS: Varied

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SUMMARY OF POSITION:

The Mechanic Helper is responsible for general maintenance on vehicles and equipment to include the minor repair of both interior and exterior components. Assist Mechanics in the diagnosis, repair and replacement of major vehicle components. Responsible for the daily assignment and control of vehicles in support of service requirements.

Applicants must: Be 18 years of age

Have a high school diploma or equivalent

Possess a valid Commercial Driver's License Class B with Passenger and
Airbrake Endorsements or equivalent CDL Permit

Possess their own set of tools

Be available to work any shift, including weekends

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Effective:	July 26, 1986
Updated:	April 30, 1987
Updated:	September 1, 1991
Updated:	September 27, 1993

Local 842, ATU

DELAWARE TRANSIT CORPORATION

POSITION TITLE: MECHANIC HELPER

NATURE OF WORK PERFORMED: Responsible for general maintenance on vehicles and equipment to include the minor repair of both interior and exterior components. Assist Mechanics in the diagnosis, repair and replacement of major vehicle components. Responsible for the daily assignment and control of vehicles in support of service requirements. Perform functions of lower classification

RESPONSIBLE TO: FLEET AND EQUIPMENT FOREMAN

MINIMUM EDUCATION AND/OR EXPERIENCE QUALIFICATIONS: High School Graduate or Equivalent with minimum of one (1) year of mechanical experience in Heavy Duty Diesel Maintenance. Obtain passing score on entry classification test and demonstrate proficiency skills for the specific responsibilities of this classification. Possess a valid Commercial Driver's License.

SPECIFIC RESPONSIBILITIES

1. TECHNICAL
 - a. Perform minor maintenance on all vehicles and equipment.
 - b. Perform interior maintenance on vehicles to include removal and replacement of equipment.
 - c. Perform exterior maintenance on vehicles to include body panels, mirrors, lighting, windshield wiper system, glass, and bumpers.
 - d. Perform tire maintenance to include mounting/dismounting, repair, regroove, balance and match all changes. Report all tire changes by serial number to Inventory Control.
 - e. Perform general body panel repair and painting.
 - f. Perform road calls to include towing by wrecker when required and general repair of vehicles off site.
 - g. Assist Mechanics in the performance of major vehicle component repairs.
2. COORDINATION
 - a. Coordinate with the availability of parts and materials with Inventory Control for assigned task.
 - b. Coordinate all work order completions with the Fleet and Equipment Foreman.

3. SAFETY

- a. Comply with all DART Safety Policies. Wear appropriate safety protective equipment i.e., goggles, gloves, steel-toed shoes, as designated by the DART System Safety Program.
- b. Report safety hazards to the Fleet and Equipment Foreman.

4. GENERAL

- a. Comply with training and testing necessary to maintain technical proficiency and certification requirements.